

# Reminders for Municipal Clerks

Things to remember. . .

**Deadlines:** The municipal clerk or deputy clerk **must** be available on statutory deadlines!

## **5:00 p.m. on the Friday before an election**

The clerk or deputy clerk must be available to receive absentee ballot applications until 5:00 p.m. on the Friday before an election. This is also the last day that an absentee ballot application can be received by mail and the last day that absentee ballots can be mailed to an elector. Be sure to check your mailbox for absentee ballot requests after the latest mail delivery time.

## **5:00 p.m. on the day before an election**

An elector may vote by absentee ballot in the clerk's office until 5:00 p.m. on the day before an election. In municipalities that currently have voter registration, this is also the deadline for registering to vote in the clerk's office. The clerk or deputy clerk must be available for these processes until 5:00 p.m. the day before the election.

- If a deadline falls on a Sunday or holiday, the deadline becomes the next business day.
- Unless you have clearly-defined business hours on Saturday, Saturday is treated the same as Sunday. *Clerks who work from their homes are encouraged to set regular office hours.*

If you need to **change the location of a polling place**, this must be done at least 30 days before the spring primary or election. s.5.25(3), Stats.

If a school district is the only level of government holding a primary or referendum on the date of the Spring Primary, you may suggest that the **school district close polling places** if the polling places qualify under one of the criteria listed in s.120.06(9)(b)1&2, Stats.



**City Clerks:** Does your city have a charter ordinance, under s.66.01, Stats., that *requires* that a primary be held whenever 3 or more candidates qualify for the ballot? ***If not-***

1) The **governing body must decide upon a spring primary** not later than 3 days after the deadline for filing nomination papers.

2) Or electors may **file a sufficient petition** requesting a primary within 3 days after the deadline for filing nomination papers. s.8.11(1)(a), (b), (c), (d), Stats.

(Rev. 11/2005) Prepared by the Wisconsin State Elections Board, P.O. Box 2973, Madison, WI 53701-2973, 608-266-8005.